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HONOLULU POLICE DEPARTMENT

POLICY HUMAN RESOURCES AND TRAINING

January 1, 2003

Policy Number 3.12

EMPLOYEE EARLY RECOGNITION SYSTEM

I. POLICY

- A. An essential element of an effective personnel management system is the early identification of employees whose behavior signals potential problems that may prove detrimental to the employee or to the department.
- B. The department shall offer appropriate intervention when it is evident that behavioral, medical, or other problems exist and are likely to adversely affect an employee's ability to carry out duties in accordance with departmental rules, regulations, directives, or practices.
- C. The primary responsibility for notification and monitoring of employee conduct under this policy rests with the employee's division-level commander.

II. DEFINITIONS

Early recognition system: A procedure for reviewing an employee's behavior patterns to alert supervisors to the potential need for intervention.

Employee behavior review: A review and/or summary of pertinent information concerning the employee's conduct.

III. GOAL

The goal of the employee early recognition system is to keep an employee productive. Its purpose is to identify employees who exhibit a pattern of behavior that signals potential problems and to establish a means of providing appropriate intervention.

IV. EMPLOYEE IDENTIFICATION

A. The division-level commander shall identify an employee for review under this early recognition policy when the employee displays behavior that signals potential problems, e.g., one or more of the following:

4-6-2010

1. Four numbered Professional Standards Office (PSO) complaints against the employee within the previous 12 months or two within the previous 6 months.
2. In the previous 12 months, the employee had:
 - a. Two sustained, numbered PSO complaints.
 - b. Three performance deficiencies and/or citizen complaints.
 - c. An allegation of domestic violence involving the employee as the perpetrator or victim.
 - d. Two incidents of use of deadly force.
 - e. Two incidents of use of a firearm outside of training.
 - f. Three cases of unjustified (unexplained or unexcused) failure to appear in court.
 - g. Three collisions (avoidable or unavoidable) in city/subsidized vehicles.
 - h. Recurring absenteeism or tardiness.

B. Employees at all levels are encouraged to report to their supervisors any information about other employees whose behavior reflects any of the elements listed in the early recognition guidelines (section IV A) above.

C. When a supervisor within or outside the employee's chain of command identifies an employee under the early recognition guidelines, the supervisor shall notify the employee's division-level commander.

D. See also Policy, WORKPLACE VIOLENCE.

V. NOTIFICATIONS

A. When a division-level (or higher) commander identifies an employee under the early recognition guidelines, he or she shall notify the following:

1. The next higher level of command;
2. Any supervisors in the employee's chain of command whom the commander deems appropriate ("appropriateness" is to be determined by strict application of the "need to know" principle); and
3. The employee.

B. As a part of the notification process, the division-level commander shall meet with the employee to:

1. Explain the purpose and process of an employee behavior review;
2. Discuss the factors leading to the employee behavior review, citing specific examples of questionable/unacceptable behavior; and
3. Attempt to identify the causes of the conduct that led to the review.

This meeting is intended to be supportive and informative in nature, not punitive.

VI. EMPLOYEE BEHAVIOR REVIEW

A. An employee behavior review will include (but is not limited to) a report that contains an analysis of the following:

1. Duty assignments during the period covered by the review;
2. All recorded complaints;
3. Disciplinary actions;
4. On-duty vehicular collisions. This category may be expanded to include off-duty collisions if any trend is suspected or the possibility of alcohol or drug use comes into question;

5. Commendations, letters of appreciation, and awards;
 6. Interviews with prior and present supervisors, to include comments on the employee's productivity prior to and during the period covered by the review;
 7. Review of special duty prior to and during the period covered by the review;
 8. Review of sick time usage; and
 9. Review of overtime worked prior to and during the period covered by the review.
- B. This employee behavior review is intended to be a detailed examination of the individual's conduct during the period covered by the review (that is, the period during which the employee exhibited the behavior that triggered the employee behavior review). While all the subject areas outlined in section VI A above must be reviewed, the reviewer must include in the report all information that may prove helpful in the overall evaluation.
- C. The review will normally be conducted by the captain (or second in command at a lower rank) of the employee's division-level element.

VII. EVALUATION OF EMPLOYEE BEHAVIOR REVIEW REPORT

- A. Following the completion of the employee behavior review report, the commander will meet with the bureau chief or deputy chief to review the information and determine if there is a need for some type of intervention. Options include:
1. Suggestions regarding a specific counseling or therapy program (e.g., one of the established HPD programs);
 2. Training, e.g., firearms, driving, sensitivity, or any other appropriate subject;
 3. Reassignment; and
 4. Request for a psychological fitness for duty examination.

NOTE: Intervention under the early recognition system is not disciplinary in nature and should never be used as a substitute for disciplinary action when disciplinary action is appropriate.

- B. Following a decision about the appropriateness of intervention, the commander will again meet with the employee. The meeting may include any supervisor in the employee's chain of command whom the commander deems appropriate. The purposes of the meeting are the following:
 - 1. To inform the employee of the results of the employee behavior review and provide assistance;
 - 2. If applicable, inform the employee of any suggested intervention;
 - 3. Provide clarification and answer any questions the employee may have regarding the behavior that prompted the review; and
 - 4. Advise the employee of any departmental resources available to assist him or her.

VIII. DOCUMENTATION

- A. The division-level commander shall brief the bureau or deputy chief on the outcome of the meeting with the employee.
- B. The commander shall prepare a written report of his or her meeting with the employee and, where applicable, the intervention to be taken.

The report shall be combined with the employee behavior review report and maintained by the Human Resources Division (HRD) until destroyed in accordance with collective bargaining agreement requirements. HRD shall keep this material separate from the employee personnel files.

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- C. The entire process (from identification to documentation) should be completed within 45 calendar days. The division-level commander shall ensure that the process is completed and deadlines are met.

IX. FOLLOW-UP

If intervention was recommended, the division-level commander shall conduct a follow-up interview with the subject officer after a period not to exceed six months to ascertain whether the officer desires further assistance.

X. ANNUAL REVIEW OF SYSTEM

An annual documented review of the employee early recognition system shall be conducted to address issues regarding the effectiveness of the system and the need for changes to the system, policy, or other related procedures. The review should be conducted by the commanders of the HRD and PSO, the police psychologist, and anyone else who is assigned by the department.

4-6-2010

Albert S. Sato
[LOUIS M. KEALOHA
Chief of Police

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board for one week

Policy first issued
December 26, 2000

4-6-2010

HONOLULU POLICE DEPARTMENT

POLICY HUMAN RESOURCES AND TRAINING

January 1, 2003

Policy Number 3.26

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EMPLOYEES INVOLVED IN DOMESTIC VIOLENCE

I. POLICY

- A. In keeping with its mission and values statement, the department recognizes that some of its employees may commit acts of violence against their family and household members. Such violence is unacceptable.
- B. To assist employees in preventing such violence, an early identification and intervention program will be maintained by the department (see Policy, EMPLOYEE EARLY RECOGNITION SYSTEM).
- C. When acts of violence occur, quick and decisive action will be taken to protect the victim, make arrests, and pursue an effective course of criminal prosecution and/or administrative action.

II. SCOPE OF DIRECTIVE

- A. As used herein, "domestic violence" includes physical abuse as prohibited by section 709-906, Hawaii Revised Statutes (HRS), threatened abuse as cited in HRS section 134-7.5(a), and any other act or threat of abuse (e.g., harassment, aggravated harassment by stalking, terroristic threatening, criminal property damage, etc.) directed at a family or household member.
- B. "Family or household member" is as defined in HRS section 709-906(1).
- C. "Employee" includes all officers (personnel in metropolitan police classifications and reserve officers) and civilian employees of the Honolulu Police Department.

III. RESPONSIBILITIES

- A. The Criminal Investigation Section, Internal Affairs (IA), is responsible for completing criminal investigations of domestic violence incidents.
- B. The Administrative Section, IA, is responsible for completing administrative investigations of domestic violence incidents.
- C. Administrative action shall not be delayed for criminal prosecution.
- D. Employees are encouraged to report to their supervisors any information about other employees who may have engaged in or been subjected to domestic violence.
- E. A supervisor within or outside the employee's chain of command shall report any information about an employee who may have engaged in or been subjected to domestic violence; the supervisor shall notify the employee's commander at the division level or above.

IV. ABUSE AND OTHER DOMESTIC VIOLENCE CASES

General procedures governing cases involving abuse of family and household members are spelled out in Policy, ABUSE OF FAMILY AND HOUSEHOLD MEMBERS; those procedures shall be followed in all cases. The requirements of this directive are designed to supplement the more general procedures in those cases of domestic violence in which a member of the department is a suspect.

Some procedures apply to all cases (section IV A below); others apply separately to officers (section IV B below) and to civilian personnel (section IV C below).

A. All Cases Involving Employees

- 1. All calls that involve or appear to involve a departmental employee in an abuse of family or household member case or any other offense related to domestic violence shall be reported immediately by the dispatcher to the on-duty supervisor in the Communications Division. The on-duty supervisor shall prepare a written report of each call and send it through channels to the Criminal Investigation Section, IA, no later than the end of the watch.

2. Patrol personnel shall notify the Criminal Investigation Section, IA, of each call in accordance with Policy, COMPLAINTS AND INTERNAL INVESTIGATIONS.
 - a. During normal working hours, the officer initiating the report or the officer's supervisor shall notify the Criminal Investigation Section of the allegations.
 - b. At all other times, the officer initiating the report or the officer's supervisor shall notify the on-duty Criminal Investigation Division lieutenant, who in turn shall notify the Criminal Investigation Section lieutenant.
 - c. Notifications should be made from the scene immediately upon determining that a crime has been committed.
3. Patrol officers and supervisors shall prepare written reports for all domestic violence incidents, including arguments. Copies of each report (including follow-ups) shall be submitted and sent or faxed to IA no later than the end of the preparing officer's tour of duty.
4. In accordance with HRS sections 709-906(4)(f) and 134-7.5(a), an officer who has reasonable grounds to believe that a person has recently assaulted or threatened to assault a family or household member may seize all firearms and ammunition that the officer has reasonable grounds to believe were used or threatened to be used in the commission of the offense.

The officer may also seize firearms and ammunition that are in plain view of the officer or were discovered pursuant to a consensual search, as necessary for the protection of the officer or any family or household member.
5. Investigating personnel shall inform victims of remedies and services available to them, including the right to apply for a restraining order.

B. Cases Involving Officers

1. Field Personnel

When an officer is a suspect in an abuse of family or household member case or any other offense related to domestic violence (including argument-type cases), a supervisor who is at least one rank higher than the suspect shall be called to the scene.

2. Arrest Cases

When an officer is arrested for any sort of abuse or other domestic violence offense, the case shall be referred to the Criminal Investigation Section, IA, for investigation.

- a. The on-scene supervisor shall make the notification of the arrest to IA; the notification should be made from the scene whenever possible.
- b. IA criminal investigators shall respond to all cases where an arrest has been made and shall relieve the patrol personnel as soon as practicable.
- c. IA personnel shall notify the officer's commander of the arrest and, if circumstances warrant, request the commander's presence at the scene.

3. Non-Arrest Cases

When an officer is a suspect in a domestic violence case but no arrest is made, notification to IA should be made from the scene.

- a. If there is probable cause for arrest but the suspect officer is not at the scene, IA shall direct the investigation and search.
- b. The accused officer's commander shall be notified by IA as soon as practical.

4. Command Responsibilities

- a. When an officer is arrested for any sort of domestic violence offense, the division-level (or higher) commander or second in command shall:
- (1) Send written notification to his or her bureau chief or deputy chief and a copy to the commander of the Human Resources Division (HRD). HRD shall prepare the memo of notification regarding surrender of firearms and other equipment for the Chief's signature (see Policy, RESTRICTION OF POLICE AUTHORITY);
 - (2) Serve the memo of notification on the officer and assist the officer in facilitating compliance;
 - (3) Ensure that a miscellaneous public report and evidence report are initiated to document the surrender of the firearms, ammunition, and other equipment;
 - (4) Ensure that city-owned firearms, ammunition, and other equipment are submitted to the Property and Supply Section, Finance Division, and that privately owned firearms and ammunition are submitted to the Evidence Unit, Records and Identification Division;
 - (5) Direct the officer to obtain a temporary identification card from HRD;
 - (6) Notify the officer that all special duty privileges have been suspended as of the time of notification, and inform HRD of the suspension;
 - (7) Direct the officer to wear appropriate civilian attire (without a firearm) during court appearances;
 - (8) Assign the officer to duties that do not require a firearm; and

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- b. When an officer is suspected of a domestic violence offense but arrest is not warranted, the division-level (or higher) commander may consider action under Policy, RESTRICTION OF POLICE AUTHORITY.

C. Cases Involving Civilian Employees

1. When a civilian employee is a suspect in an abuse of family/household member case or any other offense related to domestic violence (including argument-type cases), a field supervisor shall be called to the scene.
2. The accused employee's commander shall be notified by IA as soon as practical.

V. COURT ORDERS FOR PROTECTION DIRECTED AT DEPARTMENTAL PERSONNEL

Court orders for protection often involve relationships that fall within the scope of section II B above (family or household member). However, because some orders do not involve such relationships, guidelines are provided separately; see section VIII of Policy, COURT ORDERS FOR PROTECTION.


BOISSE P. CORREA
Chief of Police

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Policy first issued
December 26, 2000

- DV Unit = under Crim. Investigation Div.
Brian Leuck (Look?)
- Dom Violence Clearinghouse /VAWA

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HONOLULU POLICE DEPARTMENT

POLICY SUPPORT OPERATIONS

January 1, 2003

Policy Number 5.11

VICTIM ASSISTANCE AND RESOURCE CARD

I. POLICY

Victims of serious crimes often look to the police for guidance and resources available to them. Crime victims may also be entitled to compensation from the Crime Victims Compensation Commission. The victim assistance and resource card (see attachment) will assist both officers and victims of serious crimes.

II. CRIME VICTIMS COMPENSATION AWARDS

A. Victim/Dependent Awards

1. The law provides for awards to the following: victims of certain crimes; dependents or parents of deceased victims of such crimes; or anyone who is responsible for the maintenance of a victim of such crimes and who has suffered a loss or incurred expenses as a result of the injury or death of the victim. The crimes covered by this part of the law include:
 - a. Murder (first and second degree);
 - b. Manslaughter;
 - c. Negligent homicide (first and second degree);
 - d. Negligent injury (first and second degree) (this includes injuries resulting from motor vehicle accidents);
 - e. Assault (first, second, and third degree);

- f. Kidnapping;
 - g. Sexual assault (first, second, third, and fourth degree); and
 - h. Abuse of family and household member.
2. Compensation may be awarded for:
- a. Expenses incurred because of the victim's injury or death;
 - b. Loss of earning power;
 - c. Pain and suffering; and
 - d. Pecuniary loss.

B. Private Citizen Awards

The law also provides for compensation awards to private citizens who incur injury or property damage while preventing a crime, apprehending a criminal, or assisting a peace officer in either of the above.

C. Awards

All awards are made by the Crime Victims Compensation Commission.

III. VICTIMS OF DOMESTIC VIOLENCE

- A. Officers shall inform victims of domestic violence of the community resources available to them. Such efforts include, but are not limited to, the following:
- 1. Handing out the victim assistance and resource cards or other available brochures/cards; and
 - 2. Providing information on the availability of shelters and about other community violence projects and shelters that are known to the police.

- B. The Victim/Witness Assistance Division of the Department of the Prosecuting Attorney may be contacted for appointments for the following:
 - 1. Processing misdemeanor criminal complaints; and
 - 2. Obtaining assistance when there has been a violation of a Family Court protective order whereby the respondent has left the scene and the investigation has been completed.
- C. The Adult Services Branch of the Family Court may be contacted for a pre-screening appointment and for assistance in the following:
 - 1. Obtaining a Family Court protective order; and
 - 2. Completing necessary documents and scheduling a court hearing.

Prearranged appointments are required and will be limited to those who meet minimum qualifications.

IV. DISSEMINATION OF INFORMATION

The victim assistance and resource cards will be distributed to all patrol divisions, the Traffic Division, and the Criminal Investigation Division.


- A. Patrol officers shall give cards to victims or dependents of deceased victims of misdemeanor offenses listed in section II A 1 above.
- B. Traffic Division officers shall give cards to victims or dependents of deceased victims of felony traffic offenses listed in section II A 1 above.
- C. Detectives shall give cards to victims or dependents of deceased victims of felony offenses listed in section II A 1 above.

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- D. Additional cards will be available through the Property and Supply Section, Finance Division.

9-20-2013


[LOUIS M. KEALOHA
Chief of Police

Attachment

Post on bulletin
board for one week

Policy first issued
March 29, 2002

SAMPLE CARD (TWO SIDES)



HONOLULU POLICE DEPARTMENT
Domestic Violence Assistance

DROP-IN CENTER
PUUHONUA 585-7944

SHELTERS (24-Hour Hotlines)
Honolulu and Leeward Shelter 841-0822
Windward Shelter 528-0808
Military Shelter 590-7719

COUNSELING AND SUPPORT
Puuhonua Drop-in Center 585-7944
Catholic Charities Family Services 521-4357
Child and Family Service 521-2377
Developing Options to Violence 532-5100
Family Peace Center 832-0855
Family Visitation Center 947-0015
Kapiolani Behavioral Health Services 983-6100
The Institute for Family Enrichment 596-8433

LEGAL ASSISTANCE
Domestic Violence Center 531-3771
Legal Aid Society of Hawaii 536-4302
Prosecutor's Office - Victim/Witness Assistance 768-7401

RESTRAINING ORDERS
Adult Client Services Branch of Family Court (Family and Household Members) 539-5959
District Court - Regular Claims Division (Non-related, non-household parties) 538-5151
Ala Kuola - legal services 545-1880

POLICE
Family Violence Detail
Criminal Investigation Division 723-3609

Report No./Case Submitted _____



HONOLULU POLICE DEPARTMENT
Victim Assistance

IMMIGRANT SERVICES
Catholic Charities Hawaii - community and immigrant services 521-4357
Susannah Wesley Community Center - Immigrant support 842-5450
Ala Kuola - legal services 545-1880

SEXUAL ASSAULT
Sex Abuse Treatment Center (Kapiolani Medical Center) 524-7273

OTHER ASSISTANCE
Adult Abuse Reporting 832-5115
Child Abuse Reporting 832-5300
Missing Child Center of Hawaii 586-1449
Aloha United Way 2-1-1

SUBSTANCE ABUSE
Addiction Treatment Services, Salvation Army 585-6371
Alcoholics Anonymous 946-1438
Drug Addiction Services of Hawaii 538-0704
Sand Island Treatment Center 841-2319
Women's Way - residential treatment 732-2802

COMPENSATION MAY BE AWARDED

- If you were a victim of a crime (or dependent of a deceased victim), you MAY be able to recover the cost of out-of-pocket medical expenses, loss of earnings, and receive an award for pain and suffering.
- Covered crimes include: Abuse of a Family and Household Member, Murder, Manslaughter, Assault, Sexual Assault, Kidnapping, Negligent Homicide, and Negligent Injury.
- For more information, contact the
CRIME VICTIM COMPENSATION COMMISSION 587-1143

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